

## **Operation BBQ Relief Email Policy**

Operation BBQ Relief recognizes that email is a key communication tool. It encourages its employees/volunteers to use email whenever appropriate.

For instance, members may use email to:

- Communicate with partners, suppliers and volunteers
- Market Operation BBQ Relief
- Distribute information to colleagues

### **Key areas**

#### Email security

Used inappropriately, email can be a source of security problems for Operation BBQ Relief.

Users of Operation BBQ Relief email system must not:

- Open email attachments from unknown sources, in case they contain a virus, Trojan, spyware or other malware.
- Disable security or email scanning software. These tools are essential to protect the business from security problems.
- Send confidential company data via email. The IT department can advise on appropriate tools to use instead.
- Access another user's email account. If they require access to a specific message (for instance, while an employee is off sick), they should approach the executive team..

Staff members must always consider the security of Operation BBQ Relief systems and data when using email. If required, help and guidance is available from line managers and Operation BBQ Relief IT department.

Users should note that email is not inherently secure. Most emails transmitted over the internet are sent in plain text. This means they are vulnerable to interception. Although such interceptions are rare, it's best to regard email as an open communication system, not suitable for confidential messages and information.

### **Inappropriate email content and use**

Operation BBQ Relief email system must not be used to send or store inappropriate content or materials.

It is important employees/volunteers understand that viewing or distributing inappropriate content via email is not acceptable under any circumstances.

Users must not:

- Write or send emails that might be defamatory or incur liability for Operation BBQ Relief.
- Create or distribute any inappropriate content or material via email.
- Use the Operation BBQ Relief email for personal business
- Promote their own business, BBQ team, events, etc. using the Operation BBQ Relief email.

Inappropriate content includes: pornography, racial or religious slurs, gender-specific comments, information encouraging criminal skills or terrorism, or materials relating to cults, gambling and illegal drugs.

This definition of inappropriate content or material also covers any text, images or other media that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

- Use email for any illegal or criminal activities.
- Send offensive or harassing emails to others.
- Send messages or material that could damage [company name]'s image or reputation.

Any user who receives an email they consider to be inappropriate should report this to their line manager or supervisor.

### **Signature Block and Links**

No other organizations, businesses, or affiliations shall be list on your email signature block.

No links other than those to Operation BBQ Relief website and social media channels should be listed in your email signature.